

**Name** : TERESIA NYAMBURA KAMAU  
**Passport No** : BK741154  
**Date of Birth** : 17-09-1998  
**Nationality** : Kenyan  
**Gender** : Female  
**Marital Status** : Single  
**Visa Status** : Visit Visa  
**Languages** : English & Kiswahili  
**Mobile** : +971 55 450 6734  
**Email** : terrykamau49@gmail.com  
**Address** : Dubai, United Arab Emirates



## POSITION : RECEPTIONIST

### OBJECTIVE

Seeking a position as **Receptionist** and have experience and exceptional skills in providing excellent services to the company.

### SUMMARY OF QUALIFICATION:

- Strong backing background
- Excellent technical skills when it comes to maintaining equipment
- Very strong customer service skills
- Excellent sales skills
- Strong communication skills
- Physically fit and able to do routine cleaning tasks

### EXPERIENCE:

**COMPANY** : COZY STEAD LIMITED, KENYA

**Position** : Receptionist (2 Years)

**COMPANY** : ECHO NETWORK LIMITED, KENYA

**Position** : Receptionist (2 Years)

### RECEPTIONIST DUTIES & RESPONSIBILITIES:

- ❖ Excellent in roles requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.
- ❖ Demonstrated proficiencies in telephone and front-desk reception within a high-volume environment. Calmed upset/angry customers researched and rapidly solved problems and rebuilt client trust to prevent the loss of key accounts.
- ❖ Served as first point of contact for students, faculty and staff calling or visiting the main administrative office. Efficiently operated campus switchboard and provided prompt, courteous and knowledgeable assistance.

### ACADEMIC PROFILE

- ❖ Bachelor Degree

### DECLARATION:

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.